

Topic 4: Unit Information

Introduction:

This topic will demonstrate how to add and edit unit information using the PASS DCD 2.1 software.

Walkthroughs:

- Walkthrough 8 - Add Unit Information
- Walkthrough 9 - Edit Unit Information

Walkthrough 8: Add Unit Information

- Step 1:** Single-click the **Building/Unit Information** tab.
The *Building/Unit Information* screen opens.

Inspection Number: -388

Property Information | **Building / Unit Information** | Property Inspectable Items | Check / Prepare / Import

Building Number 1 *Building Name Alpine

*Construction Year 1978 *Building Type Low Rise/Garden Apartment

*Units In Building 5 *Reason Uninspectable None Entered

Units In Sample 2

Sample Units 2, 3 Alternates: 1, 5, 4

Building Number	Building Name	Building Type	Reason Uninspectable	In Sample
2	Omega	C Common Building	None Entered	YES
1	Alpine	L Low Rise/Garden A	None Entered	YES

Add Building Edit Building Delete Building ? Help Exit

Address Info Units Generate Sample

- Step 2:** Single-click the applicable building number under the **Building Number** column.

- Step 3:** Single-click the **Units** button.
The *Unit Information for Building* screen opens.

Unit Information for Building: [1-Alpine]

* Unit Number * Unit Type

Occupied ☐ * Reason Uninspectable

Sample Units 2, 3 Alternates: 1, 5, 4

Add Unit ? Help Close Form

Step 4: Single-click the **Add Unit** button.
The unit information fields become active to add a unit.

Unit Information for Building: [1-Alpine]

* Unit Number * Unit Type

Occupied ☒ * Reason Uninspectable None Entered

Sample Units 2, 3 Alternates: 1, 5, 4

Save Unit Cancel Add/Edit ? Help

Step 5: Enter unit information in the applicable fields.

Step 6: Single-click the **Save Unit** button.

The *Unit Information for Building* screen re-opens. The units on file for the building are now indicated on the screen.

Unit Information for Building: [1-Alpine]

* Unit Number: 101 * Unit Type: 2 Bedroom

Occupied: ☒ * Reason Uninspectable: None Entered

Sample Units: 2, 3 Alternates: 1, 5, 4

Units On File For This Building			
Unit No.	Occupied	Unit Type	Reason Uninspectable
▶ 101	<input checked="" type="checkbox"/>	2 Bedroom	None Entered
108	<input checked="" type="checkbox"/>	1 Bedroom	None Entered

Buttons: Add Unit, Edit Unit, Delete Unit, ? (Help), Help, Close Form

Walkthrough 9: Edit Unit Information

- Step 1:** Single-click the **Building/Unit Information** tab.
The *Building/Unit Information* screen opens.

Inspection Number: -388

Property Information | **Building / Unit Information** | Property Inspectable Items | Check / Prepare / Import

Building Number 1 *Building Name Alpine

*Construction Year 1978 *Building Type Low Rise/Garden Apartment

*Units In Building 5 *Reason Uninspectable None Entered

Units In Sample 2

Sample Units 2, 3 Alternates: 1, 5, 4

Building Number	Building Name	Building Type	Reason Uninspectable	In Sample
2	Omega	C Common Building	None Entered	YES
1	Alpine	L Low Rise/Garden A	None Entered	YES

Add Building Edit Building Delete Building ? Help Exit

Address Info Units Generate Sample

- Step 2:** Single-click the applicable building number under the **Building Number** column.

- Step 3:** Single-click the **Units** button.
The *Unit Information for Building* screen opens.

Unit Information for Building: [1-Alpine]

* Unit Number: 101 * Unit Type: 2 Bedroom

Occupied: ☒ * Reason Uninspectable: None Entered

Sample Units: 2, 3 Alternates: 1, 5, 4

Units On File For This Building			
Unit No.	Occupied	Unit Type	Reason Uninspectable
▶ 101	<input checked="" type="checkbox"/>	2 Bedroom	None Entered
108	<input checked="" type="checkbox"/>	1 Bedroom	None Entered

Buttons: Add Unit, Edit Unit, Delete Unit, [Mouse Icon], Help, Close Form

Step 4: Single-click the applicable unit number under the **Unit No.** column.

Step 5: Single-click the **Edit Unit** button.

The *Unit Information for Building* screen opens.

NOTE: TO DELETE A UNIT, SINGLE-CLICK THE DELETE UNIT BUTTON AFTER SELECTING A UNIT TO DELETE. SINGLE-CLICK THE YES BUTTON WHEN THE MESSAGE BOX APPEARS ASKING TO VERIFY DELETION.

The screenshot shows a Windows-style dialog box titled "Unit Information for Building: [1-Alpine]". It contains the following fields and controls:

- * Unit Number**: A text box containing "101".
- * Unit Type**: A dropdown menu showing "2 Bedroom".
- Occupied**: A checkbox that is checked.
- * Reason Uninspectable**: A dropdown menu showing "None Entered".
- Sample Units**: A text box containing "2, 3 Alternates: 1, 5, 4".
- Buttons**: At the bottom, there are four buttons: "Save Unit", "Cancel Add/Edit", a button with a mouse cursor icon, and "Help".

Step 6: Edit unit information in the applicable fields.

Step 7: Single-click the **Save Unit** button.
The *Unit Information for Building* screen re-opens.